

**From landlord to housing benefits**

**Requesting direct housing benefit payments because tenant vacated property and left rent arrears**

[Your address]

[Your telephone number]

[Your email address]

[Date]

By [first class post / hand / email to: *[insert email address]*]

[Address of the Council's housing benefit department]

Dear Sir/Madam

**Re: Request for direct payments of housing benefit to landlord  
Housing Benefit Regulations 2006, SI No. 213, Reg. 96(1)(c), 3(A)(b)(ii)  
Name of claimant: [Name]  
Address of claimant: [Address]**

I write in relation to the above named, who rents a property from me at the above address. I understand they are in receipt of housing benefit.

I can confirm that:

- the claimant has [OR appears to have] vacated the premises; and
- they are currently in arrears of rent of £[amount]. I enclose a written statement of the rent account.

I write to ask that you exercise your discretion to pay me the benefit direct. I respectfully suggest that direct payments should be made because:

- the claimant has [OR appears to have] ceased to reside in the dwelling, and there are outstanding payments of rent. Accordingly Regulation 96(1)(c) is satisfied; and
- it is improbable the claimant will pay their rent because they have [OR appear to have] vacated the dwelling. Regulation 96(3)(b)(ii) is therefore satisfied.

I can confirm the tenant is contractually obliged under the terms of their tenancy to pay their rent to me [OR my agent [name of agent] of [agent's address]], and that the bank account details for payment are as follows:



Name of bank/building society: [name of bank]  
Name of account holder(s): [name of account holder(s)]  
Account number: [account number]  
Sort code: [sort code]

I am aware that, whatever your decision, you must notify me (as a 'person affected' by the decision) in writing of the decision (Regulations 2 and 90(1), Housing Benefit and Council Tax Benefit (Decisions and Appeals) Regulations 2001 SI No 1002, Regulation 3(1)(e)).

Many thanks for your help in this matter.

Yours faithfully

[Your name]

Enc: Rent account statement

